

Job Seeking Skills Workshops

July - December, 2019

★ **Manti Employment Center**
55 S. Main Suite #3 • Manti, Utah

Register for
reserved seating.
Walk-ins
welcome.



For more information,
please call
435-835-0720, visit
jobs.utah.gov or come to
DWS at 55 S. Main Suite #3
Manti, UT.

- Our workshops are designed to give you the skills necessary to succeed in a highly competitive job market.
- No-cost workshops are open to all job seekers.
- To register, talk to your Workforce Services employment counselor or go to jobs.utah.gov and click on "Sign In" and "my Job Search" on the top right corner. It will prompt you to login or sign up for a free Job Seeker account if you don't already have one. Registration is preferred.
- Workshops start on time. Late-comers will be asked to reschedule.

RESUMÉ WRITING:

July 2, 16, 30	10:00 AM–12:00 PM
July 9, 23	1:00 PM–3:00 PM
Aug 6, 20	1:00 PM–3:00 PM
Aug 13, 27	10:00 AM–12:00 PM
Sept 3, 17	1:00 PM–3:00 PM
Sept 10, 24	10:00 AM–12:00 PM
Oct 1, 15, 29	1:00 PM–3:00 PM
Oct 8, 22	10:00 AM–12:00 PM
Nov 5, 19	10:00 AM–12:00 PM
Nov 12, 26	1:00 PM–3:00 PM
Dec 3, 17, 31	10:00 AM–12:00 PM
Dec 10, 24	1:00 PM–3:00 PM

RESUMÉ WRITING: Learn how to write and design an effective resumé that will get you an interview. Receive resumé and cover letter examples to assist in completing your personal career documents.

INTERVIEWING SKILLS: Learn to be confident in an interview, research employers, market skills and answer commonly asked questions to represent your skills to the prospective employer.

INTERVIEWING SKILLS:

July 3, 17, 31	1:00 PM–3:00 PM
July 10	10:00 AM–12:00 PM
July 24	HOLIDAY. NO WORKSHOP
Aug 7, 21	10:00 AM–12:00 PM
Aug 14, 28	1:00 PM–3:00 PM
Sept 4, 18	10:00 AM–12:00 PM
Sept 11, 25	1:00 PM–3:00 PM
Oct 2, 16, 30	10:00 AM–12:00 PM
Oct 9, 23,	1:00 PM–3:00 PM
Nov 6, 20	1:00 PM–3:00 PM
Nov 13, 27	10:00 AM–12:00 PM
Dec 4, 18	1:00 PM–3:00 PM
Dec 11	10:00 AM–12:00 PM
Dec 25	HOLIDAY. NO WORKSHOP
Jan 1, 2020	HOLIDAY. NO WORKSHOP



Equal Opportunity Employer/Program

Auxiliary aids and services are available upon request to individuals with disabilities by calling 801-526-9240. Individuals who are deaf, hard of hearing, or have speech impairments may call Relay Utah by dialing 711. Spanish Relay Utah: 1-888-346-3162.



jobs.utah.gov